



TOM TINDALL
Director

County of Los Angeles INTERNAL SERVICES DEPARTMENT

1100 North Eastern Avenue
Los Angeles, California 90063

"To enrich lives through effective and caring service"

Telephone: (323) 267-2101
FAX: (323) 263-5286

April 18, 2013

To: Audit Committee

From: Tom Tindall
Director

Subject: **REVIEW OF BOARD POLICY NO. 5.140 – OVERSIGHT OF CONSTRUCTION CONTRACTORS**

The Internal Services Department, in conjunction with Community Development Commission, Department of Public Works and County Counsel reviewed Board Policy 5.140 - Oversight of Construction Contractors and recommend the following revisions:

- Reference Section:

- Delete March 2, 2000, Auditor-Controller memorandum to all department heads, "Contractor Non-Responsibility and Debarment".
- Add October 4, 2005, Auditor-Controller memorandum, "Revised Non-Responsibility and Debarment Implementation Instructions".
- Add July 11, 2011, Auditor-Controller memorandum, "Contractor Alert Reporting Database Final Report" (Board Agenda Item 26-C, April 27, 2010).

- Policy Section:

- Remove language referencing the Auditor-Controller memorandum of March 2, 2000.
- Add policy language regarding department responsibility for entering relevant information into appropriate contractor performance databases.
- Responsible Department – identify Internal Services Department as the lead responsible department.
- Date Issued/Sunset Date – extend the sunset review date to May 21, 2017.

Attached is red-line version of the policy, as requested by the Executive Office.

If you have any questions regarding this request, please let me know or your staff may contact Joe Sandoval at (323) 267-2109 or at jsandoval@isd.lacounty.gov.

TT:JS:LG:bg

Attachments

c: Executive Officer, Board of Supervisors
Community Development Commission
Department of Public Works
County Counsel



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
5.140	Oversight Of Construction Contractors	04/14/98

PURPOSE

~~Increase~~Enhance the County's ability to select responsible construction contractors by reviewing their performance history prior to awarding contracts.

REFERENCE

April 14, 1998 Board Order, [Synopsis 67](#)

January 18, 2005 [Board Order 17](#)

~~March 2, 2000, Auditor-Controller memorandum to all department heads, "Contractor Non-Responsibility and Debarment"~~

[February 23, 2004](#), Internal Services Department memorandum to all department heads, "New and Enhanced County Contract Database"

[October 4, 2005 Auditor Controller memorandum, "Revised Non-Responsibility and Debarment Implementation Instructions"](#)

[July 11, 2011 Auditor-Controller memorandum, "Contractor Alert Reporting Database Final Report \(Board Agenda Item 26-C, April 27, 2010\)"](#)

POLICY

Departments are to consider pertinent information on the past performance of a construction contractor prior to awarding a contract.

As part of the evaluation process, County Departments shall review any known violations of the False Claims Act, criminal convictions, civil litigation, defaulted contracts with the County, complaints filed with the Contractors' State License Board, labor law/payroll violations, and debarment actions. ~~As described in the Auditor-Controller memorandum of March 2, 2000 to each department head entitled, "Contractor Non-Responsibility and Debarment", the Construction Contract Database has been merged into a single Contract Database hosted by ISD.~~

All County departments are responsible for entering relevant information into the appropriate contractor performance databases and reviewing these databases when selecting contractors.

RESPONSIBLE DEPARTMENT

~~Chief Executive Office~~Internal Services Department

Community Development Commission

Department of Public Works

~~Internal Services Department~~

County Counsel

DATE ISSUED/SUNSET DATE

Issue Date: April 14, 1998

Reissue Date: November 21, 2004

Reissue Date: May 21, 2009

Review Date: April 25, 2013

Sunset Review Date: April 14, 2003

Sunset Review Date: April 14, 2008

Sunset Review Date: May 21, 2013

Sunset Review Date: May 22, 2017